



## Seattle Federal Executive Board

# Announcement: Seattle Federal Executive Board Associates Program 2022-2024 **extended deadline: October 29, 2021**

### **Description:**

The Seattle Federal Executive Board's (SFEB) Associates Program is a longstanding, dynamic and unique leadership development program for high performing federal employees. This program has been in existence for at least 20 years, and the SFEB Associate network continues to be active. The SFEB Associates serve a two-year term where they partner collectively and individually, with fellow associates and participating senior executive service Advisors, from within the SFEB Leadership Council. Each Associate is mentored by a senior executive in addition to working with the senior executive assigned to their committees/working groups. Among other projects, including working with the SFEB Executive Director to carry out the Public Service Recognition and ad hoc events, the Associates develop, implement and execute a significant year end project focused on ambitious goals benefiting the federal workforce, the larger community, and the Associates leadership goals.

### **Application instructions:**

- **Applicants:** Please fill in the Application Form (which includes contact details and your personal statement), a current resume, and your agency official or supervisor's Letter of Recommendation. Applicants should submit their own packets, inclusive of Letters of Recommendation, to [training.at.sfeb@gsa.gov](mailto:training.at.sfeb@gsa.gov) **no later than close of business October 29, 2021 (extended).**
- **Agency contacts:** Please nominate no more than 3 applicants for the 2022-2024 Associate cohort. The SFEB will attempt to bring in the widest possible range of agencies represented. Especially for agencies who have not recently sent Associate nominations, please reach out if you have questions!

### **Deadline/dates:**

Nominations due to [training.at.sfeb@gsa.gov](mailto:training.at.sfeb@gsa.gov)  
Individual interviews (tentative)

**October 29, 2021 (extended)**  
November 5, 2021

Nominees notified of selection by  
Initial orientation meeting  
Associates Monthly Meetings

December 4, 2021  
January, dates TBD 2022  
Third Thursday of each month,  
starting February

**Time and Tuition Commitment:**

**Length of Program:**

The Associates Program runs on the calendar year. Each cohort is an Associate for two full years; staggered cohorts allow for additional learning and exposure and replicate real world staff changes and turnover.

**Time commitment:**

Approximately twenty percent of an Associate's work time is devoted to tasks, projects and professional development related to this program. This program is not intended to extend an employee's work hours or to incur any overtime.

Associates are expected to attend all monthly meetings, and to fully participate in the committees and the group project. If Associates miss more than 2 of the monthly meetings without an agreement from the Executive Director, they will be dropped from the program without reimbursement.

**Tuition:**

The tuition for 2022-2024 is \$2000 per Associate for the entire two years. The costs of the program cover training fees and meeting materials. Please contact the Executive Director at [diana.deforest@gsa.gov](mailto:diana.deforest@gsa.gov) or 206-384-2689 with any questions about the tuition.

If Associates or their agencies decide to withdraw them from the program after March 1, 2022, the tuition will not be reimbursed.

Tuition may be submitted to the Federal Executive Board as soon as the Associates are notified of acceptance, and should be paid no later than March 1, 2022.

The Seattle Federal Executive Board Associates Program is purposely small, with approximately 8 new Associates admitted each year. As a result of the size and format of the program, the application process is competitive. We welcome former applicants who were not successful to apply again if they are still interested and their agencies agree to recommend them.

Thank you.  
Diana de Forest

(she/her) Executive Director, Seattle Federal Executive Board  
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